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**Dental Services**

**DENTAL TREATMENT AND  
ADMINISTRATIVE POLICIES**



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This instruction establishes policies and procedures for obtaining dental care during and after normal duty hours on McChord AFB. This instruction applies to all eligible beneficiaries as identified in AFI 41-115.

**SUMMARY OF CHANGES:** This instruction incorporates changes in formatting IAW AFI 33-360, Volume 1; Delete – para 2.3.1. “that have....assignments.”; Change para **3**. To read “Emergent....Center.”; change para **4.3**. to read “ All patients....commander.”; delete sentence in para **4.3**. “If a .... Broken.”; change para **5.1.2**. to read: “Oral hygiene counseling.”; delete para 5.1.4. and renumber remaining para’s; ADD 2 items to para **5.1**. (tobacco use, pit/fissure).

**1. Responsibilities:**

- 1.1. The Dental Flight Commander is responsible to the Commander, 62d Medical Group, for the proper conduct and operation of the Dental Service on McChord AFB.
- 1.2. Organizational commanders will ensure assigned personnel meet scheduled appointments.

**2. Routine Dental Care:**

- 2.1. Active-duty personnel may initiate care by reporting to or calling the Base Dental Clinic at extension 4-5505, between 0700 and 1700, Monday through Friday, and requesting an examination.
- 2.2. Family members of active-duty personnel not enrolled in the dental insurance program are eligible for space available care under United States Code, Title 10, Chapter 55. Space available care is dependent on the needs of the active-duty force and the availability of dental staff. Enrollment in the family member dental plan is highly encouraged.
- 2.3. Priority of care is:

2.3.1. Active-duty personnel in dental class three and four (oral conditions that may require emergency care within 12 months).

2.3.2. Personnel on flying status and those in special operations duty, mobility and personnel selected for remote or isolated duty.

2.3.3. All other active-duty personnel.

2.3.4. All others according to AFI 41-115; treatment of nonactive-duty beneficiaries on a space available basis only except for emergency care.

**3. Emergent Dental Care.** Dental sick call will be seen on a same day appointment basis. These appointments, are available Monday through Friday, 0700 to 1700. Acute emergencies will be seen any time during normal duty hours. For emergency dental care on non-duty days, holidays or after duty hours, report to the Emergency Room, Madigan Army Medical Center.

#### **4. Dental Appointment Policies:**

4.1. All scheduled appointments are considered mandatory formations for active-duty personnel.

4.2. If appointments cannot be met, the Base Dental Clinic must be notified at least 4 hours prior to the appointment. This will be considered a cancellation. New appointments may be made by phone or in person.

4.3. All patients are required to be present at their scheduled appointment time. Appointments not canceled at least 4 hours in advance of scheduled appointment time will be considered broken. Broken appointments will be reported in writing to the appropriate unit commander.

4.4. Active-duty personnel appointments for yearly periodic dental examinations are scheduled by squadron representatives in coordination with the dental service, as directed by AFI 47-101 and AFM 30-130.

**5. United States Air Force Preventive Dentistry Program:** In the interest of improving and maintaining oral health, the program is divided into three distinct phases.

5.1. Clinical Phase. This phase includes those aspects of dental health normally accomplished within the dental facility to include:

5.1.1. Periodic dental examinations for active-duty personnel.

5.1.2. Oral hygiene counseling.

5.1.3. Referral for tobacco use counseling

5.1.4. A dental prophylaxis (tooth cleaning) as required and indicated by a dental officer.

5.1.5. Pit and fissure sealants where appropriate.

5.1.6. Construction of mouth guards, upon request of participants involved in contact sports.

5.2. Community Health Phase. This phase includes efforts to publicize the program and educate the Air Force community and may include:

5.2.1. Dental health displays and handouts.

- 5.2.2. Base newspaper articles.
- 5.2.3. Group lectures.
- 5.2.4. Monitoring the fluoride of the base water supply.
- 5.2.5. Monitoring the base exchange and commissary, providing advice concerning oral health aids.
- 5.3. Children's Phase. This phase deals with aspects which apply exclusively to eligible children.
  - 5.3.1. Dental health aids and literature to local agencies.
  - 5.3.2. Oral health programs at local schools which receive special attention during Dental Health Month (February). Participation/non-participation in the insurance program has no impact on this service.

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